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Name: _____ Educator ID # _____

Transcript Review Worksheet

Endorsement # 60 Work Based Learning Coordinator

Instructional Level: Grades 9-12

The holder is authorized to establish and coordinate experiential learning opportunities between industry and other community employers and secondary institutions in order to reinforce a student's program of study, career interests, and goals.

In order to qualify for this endorsement, the candidate shall demonstrate the following:

Content Topic	College/ University	Course Number	Course Name	# of Credits	How did this course meet this competency?
Knowledge Standards					
Knowledge of how to create, promote, and maintain work-based learning programs, including how to develop and evaluate work-based learning partnerships, work sites, and learning plans or training agreements that are in alignment with Vermont's Work-Based Learning Gold Standards and relevant state student standards.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none">Physically created learning plans, evaluations materialsWorked and am currently working directly with businesses in and around Lamoille countyReviewed and analyzed other CTE centers Cooperative Education Training plans and evaluation tools
Knowledge of how learners grow and develop, how they vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and how to design, implement, adapt, and assess developmentally appropriate and challenging work-based learning experiences.	Castleton University Southern Illinois University	EDU 5515C CI 543 SPED 408 CI 594K EDUC 501	Work-Based-Learning Fundamentals of teaching and learning Characteristics and Methods for Teaching Exceptional Children M.A.T. Apprenticeship (Teaching Practicum) M.A.T. Internship (Graduate Student Teaching)	3 5 3 3 6	<ul style="list-style-type: none">Learned and practiced strategies for accommodating exceptional learners in the general education populationDesigned and implemented effective teaching practices for students with or without disabilities receiving educational services in the classroomUsed knowledge from courses for over 7 years of teaching students and placing them in WBL experiences through the business education curriculum

Knowledge of local, state and federal wage, hour, and safety laws, especially those related to child labor, training, and risk management policies.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Developed a working knowledge of federal and state labor laws related to FLSA, Child Labor Laws, and Hazardous Occupation for both traditional students and technical education students Understand the legal and social environment of businesses Worked directly with Cooperative Education Coordinators to review and make sure all CTE training plans for cooperative education students were in compliance with FLSA, Child Labor Laws, and Hazardous Occupations Updated with the most current labor laws established by the Department of Labor
	Southern Illinois University	FIN 270	Legal and Social Environment	3	
Knowledge of how to access information about the values of diverse cultures and communities and how to address gender equity issues in the creation of experiential learning opportunities.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Knowledge and practice of working with non-tradition students in different career clusters through CTE Understand and developed appropriate teaching, learning, and adolescent development theories in lessons, units and courses for all students Used knowledge from courses for over 7 years of teaching students and placing them in WBL experiences through the business education curriculum
	Southern Illinois University	CI 543	Fundamentals of teaching and learning	5	
		SPED 408	Characteristics and Methods for Teaching Exceptional Children	3	
		EDUC 550	Experimental Education	3	
		EDUC 501	M.A.T. Internship (Graduate Student Teaching)	6	
Knowledge of local economic development and labor markets; post-secondary career and educational opportunities; business, industry, and community organizations and resources; current and trending workplace practices, including pre-employment screening.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Specific experience and training in methods, techniques and materials to deliver instruction in economics, leadership, small business management, entrepreneurship, etc. Currently working closely with the Lamoille Workforce Investment Board as an advisory board and mentorship Currently touring and meeting new businesses in the state of Vermont-listening to their needs and what they are forecasting for future students of Vermont Used knowledge from courses for over 7 years of teaching career development, career awareness, and placing students on internships and job shadows
	Southern Illinois University	WED 414A	Instructional Methods in CTE	3	
		WED 414B	Instructional Methods in CTE	3	
		CI 465	Advanced Teaching Methods	3	
		CI 571	Secondary School Curriculum	3	
Familiarity with relevant technology and electronic resources to support and document student performance in work-based learning experiences.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Created, reviewed, and revised documentation for student evaluations and performance in work based learning experiences Currently made and using an electronic grading rubric for students on cooperative education experiences
	Southern Illinois University	IMS 229	Computing: Business Administration	3	
		WED 404		3	

		WED 408	Technology Application in Workforce Education and Training Multimedia-based Instruction for Workforce Education	3	<ul style="list-style-type: none"> Completed a course on technology application in the classroom and multimedia based instruction and evaluations Used materials and knowledge from above courses for 7 plus years in education
Performance Standards - Ability to plan, implement, and evaluate work-based learning programs including the ability to:					
Provide individual student support services and facilitate development of activities related to career awareness, exploration and preparation.	Castleton University Southern Illinois University	EDU 5515C SPED 408 WED 414A WED 414B	Work-Based-Learning Characteristics and Methods for Teaching Exceptional Children Instructional Methods in CTE Instructional Methods in CTE	3 3 3 3	<ul style="list-style-type: none"> Used knowledge from courses for over 7 years of teaching career development, career awareness, and placing students on internships and job shadows Currently providing individual support to all students enrolled in cooperative education at GMTCC Completed and implemented business teaching methods on career awareness, exploration and preparation from Business Instructional methods courses
Match and place students to appropriate work-based activities, ensure necessary accommodations and equitable access in order to meet students' unique learning needs	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Practiced and implemented resources for places students on WBL experiences Currently placed and am continuing to place students at GMTCC in Cooperative Education Experiences, job shadows, internships, and business tours using the knowledge from the WBL course
Evaluate student progress by collecting and sharing feedback from work-based mentor on student performance in order to address deficient areas.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Currently collecting updated evaluations from employers, providing feedback to students, mentor, and parents involved Worked on and learned the correct methods of collecting and distributing evaluation information to the appropriate parties
Develop and maintain work-based learning partnerships and safe, closely supervised work site learning environments in accordance with Vermont's Work-Based Learning Gold Standards.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Currently have partnerships with all cooperating businesses that are safe and closely supervised Maintain open channels of communication with business, students, and parents Document and distribute pertinent information to all parties involved in the work based learning experience, skills learned in WBL course
Develop formal work-based learning plans for students in partnership with the student, family, academic teachers and	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> Wrote and critiqued training plans during classroom instruction Implemented and currently use training plans for all student placed on a cooperative education experience

special educators (as applicable), and work site supervisor that include goals, guidelines, and assessments in order to ensure meaningful work-based learning experiences (in accordance with Vermont State School Board Rule 2120.2--“Flexible Pathways”).					<ul style="list-style-type: none"> • Training plans include roles for all parties involved, goals, guidelines, safety measure, etc.
Maintain program regulatory compliance with local, state and federal wage, hour, and safety laws, especially those related to child labor, training, and risk management policies.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> • Consistently updating businesses on department of labor laws, hazardous occupations, and child labor laws • Spent over 150 hours mentoring with former cooperative education coordinator reviewing safety, child labor laws, hazardous occupation, etc. that were presented in the course • Updates through email, phone calls, and conferences from all cooperative education coordinators in Vermont on child labor laws, hazardous occupations, and safety • Follow and make sure all businesses that students are placed at follow OSHA, VOHSA, child labor laws, etc.
Engage in ongoing professional learning and collaboration, particularly in relation to regional, state, and national occupational trends.	Castleton University	EDU 5515C	Work-Based-Learning	3	<ul style="list-style-type: none"> • Was provided with enormous amounts of research and resources to continually educate oneself outside of the classroom • Meet regularly with former cooperative education coordinators to review new materials and educate oneself, also provide them with updating information obtained from WBL course • Participates in all Vermont Cooperative Education Association meetings • Active member of local Workforce Investment Board • Active communication and meetings with Trade Associations • Active and involved with local Rotary’s